

# **PART A**

## **CLEAN WATER ACT RECOGNITION AWARDS**

### **OPERATIONS AND MAINTENANCE EXCELLENCE**

#### **INSTRUCTIONS, QUESTIONNAIRE FORMAT AND FORMS**

**2004 Clean Water Act Recognition Awards  
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**BURDEN STATEMENT**

Section 501 (e) of the Clean Water Act (CWA), as amended authorizes a program to recognize municipalities and industries that demonstrate outstanding technological achievements, innovative processes, devices or other outstanding methods in their waste treatment and pollution abatement programs. Recognition is made through EPA's National Clean Water Act recognition awards program. The program aims to heighten public awareness of the contributions wastewater treatment facilities and programs make to clean water, and encourages public support for effective wastewater management. The design, operating and environmental compliance information of the wastewater treatment facility or pollution abatement programs is needed to complete the questionnaire. Participation in the awards recognition program is voluntary. No confidential information is involved for this collection activity.

The public reporting burden for this collection of information is estimated to average 8 hours per respondent annually. For State respondents, the reporting burden is estimated to average 6 hours per response annually. Burden means the total time, effort, or financial resources expended by persons to generate, maintain, retain, or disclose or provide information to or for a Federal agency. This includes the time needed to review instructions; develop, acquire, install, and utilize technology and systems for the purposes of collecting, validating, and verifying information, processing and maintaining information, and disclosing and providing information; adjust the existing ways to comply with any previously applicable instructions and requirements; train personnel to be able to respond to a collection of information; search data sources; complete and review the collection of information; and transmit or otherwise disclose the information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

To comment on the Agency's need for this information, the accuracy of the provided burden estimates, and any suggested methods for minimizing respondent burden, including the use of automated collection techniques, EPA has established a public docket for this ICR under Docket ID No. OW-2003-0064, which is available for public viewing at the Water Docket in the EPA Docket Center (EPA/DC), EPA West, Room B102, 1301 Constitution Ave., NW, Washington, DC. The EPA Docket Center Public Reading Room is open from 8:30 a.m. to 4:30 p.m., Monday through Friday, excluding legal holidays. The telephone number for the Reading Room is (202) 566-1744, and the telephone number for the Water Docket is (202) 566-2426. An electronic version of the public docket is available through EPA Dockets (EDOCKET) at <http://www.epa.gov/edocket>. Use EDOCKET to submit or view public comments, access the index listing of the contents of the public docket, and to access those documents in the public docket that are available electronically. Once in the system, select "search," then key in the docket ID number identified above. Also, you can send comments to the Office of Information and Regulatory Affairs, Office of Management and Budget, 725 17th Street, NW, Washington, DC 20503, Attention: Desk Office for EPA. Please include the EPA Docket ID No. OW-2003-0064, Water Docket and OMB control number 2040-0101 in any correspondence.

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**OPERATIONS AND MAINTENANCE (O&M) EXCELLENCE AWARDS**

**Introduction**

The Environmental Protection Agency's (EPA) Clean Water Act (CWA) Recognition Awards is authorized by Section 501(a) and (e) of the CWA. A framework to implement the awards program is 40 Code of Federal Regulations (CFR) part 105. These awards aim to heighten overall public awareness of the contributions wastewater treatment facilities, projects and programs make to clean water.

The Operations and Maintenance (O&M) category encourages public support for effective operations and maintenance activities at wastewater treatment facilities. Recognition is made to municipalities and industries for outstanding and innovative technological achievements, methods or devices in their waste treatment and pollution abatement programs. This category also recognizes the Most Improved Plant (MIP) which demonstrates the effectiveness of the CWA Section 104(g)(1) program.

**AWARDS CRITERIA**

1. To be considered for an award, nominees must continue to meet water quality permit requirements.
2. The Awards category eligibility will be based on average design capacity and treatment level. The plant should have been in operation at the same treatment level and design capacity for at least two years as covered in the two calendar years of data reported in the compliance section.
3. Within the last three years, the plant should not have been upgraded to meet secondary or advanced limits nor have gone through an expansion which exceeded the January 1, 2002 average design capacity by 50%.
4. To qualify for the MIP category, the plant must have an average design capacity of less than 5.0 mgd and be able to demonstrate that improvements resulted from a state or federally managed on-site technical assistance program, specifically the EPA Section 104(g)(1) On-site Assistance Program for small communities.
5. To qualify for the non-discharging plant category, the plant cannot have an NPDES permit, except if there is a no discharge permit, but can have state-specific and technology-specific limits for non-surface water related discharges. Plants with

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intermittent or seasonal discharges, however, are eligible to be considered for other awards sub-categories according to plant size and treatment levels.

**Awards Sub-Category Eligibility**

<b>Treatment Level Sub-Category</b>	<b>Plant Size</b>		
	<b><u>1.0 mgd or less</u></b>	<b><u>1.1 to 10.0 mgd</u></b>	<b><u>10.1 mgd or more</u></b>
Secondary Treatment Plant	Small (S-S)	Medium (M-S)	Large (L-S)
Advanced Treatment Plant	Small (S-A)	Medium (M-A)	Large (L-A)
Non-Discharging Plant	Small (S-ND)	Large (L-ND)	Large (L-ND)
Most Improved Treatment Plant (MIP)		Eligible if less than 5.0 mgd	Not eligible

[**Note:** There is no Medium Non-discharging Plant sub-category.]

A plant should be included in the secondary treatment plant category if the plant's effluent is designed and permitted (30 day average) to release up to 30 milligram per liter (mg/l) of both 5 day-biochemical oxygen demand (BOD5) and total suspended solids (TSS) to the surface waters, and as a minimum, remove 85% of the BOD5 and TSS from the influent. This definition, however, may not apply in some states (and plants are still eligible) that allow higher TSS limits when lagoons or trickling filters are used to provide secondary treatment, in a few states where EPA and states have agreed to a more stringent definition of secondary treatment, or where a plant has been granted a 301(h) waiver. A plant is not considered a secondary treatment plant when the effluent requirements include any of the conditions that meet the definition of advanced treatment as listed in the following paragraph.

A plant should be included in the advanced treatment plant category if the plant's effluent is designed and permitted (30 day average) to meet any one of the following conditions: a) release less than 30 milligram per liter (mg/l) of both 5 day-biochemical oxygen demand (BOD5) and total suspended solids (TSS) to the surface waters, and as a minimum remove 85% of the BOD5 and TSS from the influent, or (b) remove ammonia, nitrogen, or phosphorus, or (c) provide additional treatment after a secondary process using coagulation and filtration. A plant should be considered advanced even if advanced treatment applies only on a seasonal or periodic basis.

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**ICR No. 1287.07  
OMB Control # 2040-0101**

<b>OPERATIONS AND MAINTENANCE EXCELLENCE AWARDS</b>
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**NOMINATION QUESTIONNAIRE FORMAT AND FORMS**

**I. APPLICANT/NOMINEE AND COMPLIANCE CERTIFICATION**

**A. Official Name of Facility \_\_\_\_\_  
(Should be consistent with the NPDES Permit, if applicable, and will be engraved on any awards material.)**

City and State \_\_\_\_\_

**B. Previous national O&M award winner? \_\_\_\_\_ If yes, what year? \_\_\_\_\_,**

**C. Name and Type of Ownership \_\_\_\_\_**

**D. Plant Size or Treatment Level (Select one) \_\_\_\_\_  
(Based on average design flow: Large Advanced plant, Medium Advanced Plant, Small Advanced plant, Large Secondary Plant, Medium Secondary Plant, Small Secondary Plant, Large Non-discharging plant; Small Discharging Plant, and Most Improved Plant.)**

**E. Application Contact Name \_\_\_\_\_**

Address \_\_\_\_\_

Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

**F. EPA Regional Awards Manager certifying compliance record  
(Please attach copy of NPDES permit/land application authorization, as appropriate.)**

\_\_\_\_\_  
Signature / Date

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

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**II. AWARD NOTIFICATION OFFICIAL**

**A. Elected Administrator (i.e., Mayor, Authority Board President)**

Name \_\_\_\_\_

Organization Title \_\_\_\_\_

Organizational Address \_\_\_\_\_

**III. POLITICAL NOTIFICATION**

**A. Plant's US Senators and Representatives Names and Addresses:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**B. State Governor's Name and Address: \_\_\_\_\_**

\_\_\_\_\_  
\_\_\_\_\_

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**INSTRUCTIONS**

The applicant/nominee should follow the instructions below to complete Sections I through VII of the questionnaire package. Applicants are asked to meet the submission deadlines of the national and regional O&M Award schedules to be assured of national consideration.

EPA regional and national nominating committees will consider: demonstrated evidence of and achievements resulting from innovative and outstanding wastewater programs and management, continuing high levels of effluent compliance, cost saving techniques, environmental benefits, and the apparent difficulty to operating and maintaining the wastewater facility/project/program.

**I. DOCUMENTATION.**

The applicant should include in the package a written narrative as documentation to support their outstanding, unique and innovative O&M practices for consideration of the award. The narrative should address at least three of the O&M topics below and address the questions specific to those topics in no more than two pages for each topic that contributed to the plant's success. Most Improved Plant category applicants and Non-Discharging category applicants may confine their narratives to their individually recommended topics.

The narrative should also (1) describe any innovative, outstanding and unique practices for the chosen topics; and cost, labor, material, environmental, or time savings derived from such practices; and, (2) answer why did the plant seek O&M improvements through [chosen topic].

**Possible O&M Topics**

- o **Automation:** Additionally, describe the automation systems, the software and record keeping that the plant took to improve overall operating efficiencies and management.
- o **Biosolids Management:** Additionally, describe the plant's short term and long term approach to managing biosolids.
- o **Collection System Controls:** Additionally, describe: the plant's approach to controlling infiltration and inflow, combined sewer overflows (CSOs) and separate sewer overflows, and how this has affected plant performance and the surface waters; the before and after rainfalls and maximum flows to combined sewer outfalls and separate sanitary sewers; the before and after flows caused by infiltration/inflows; and the before and after percent (round to 10s of percent) of the system's sewer collection laterals which are affected by combined sewers or by excessive Infiltration/Inflow (I/I).

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- o **Collection System Maintenance Management:** Additionally describe: the plant's program for pipe reliability, and maintenance and repairs. Provide data on the average age of the sewers and how your program has affected the number of sewer breaks and stoppages.
- o **Equipment Maintenance Management:** Additionally, describe: the plant's approach and the significant program features to long term equipment reliability and effective maintenance/repair management.
- o **Financial Management:** Additionally, describe: the plant's approach to financial management and collections to ensure emergency and planned funding of O&M expenses.
- o **Laboratory Management:** Additionally, describe: the improvements that have been made in your laboratory management which enhance plant operations, process control, field monitoring, and permit reporting.
- o **Most Improved Plant Nominees (Only):** Describe your improved O&M practices; and cost, labor, material, environmental, or time savings derived from such practices. Describe before and after improvements in: compliance record, staff skills and achievements, and process control and monitoring. Also explain how Section 104(g) on-site technical assistance contributed to the plant's improvement and what chemical/operational savings, cost-effective practices, or technical/financial/staffing improvements resulted from the on-site technical assistance..
- o **Non-discharging Plant Category Nominees (Only):** Additionally, describe: the management initiatives which have been implemented to ensure that plant effluent does not have a negative impact on groundwater, air quality, human health, agriculture products, livestock, etc; and the management approaches to handle unusual periods of inclement weather. Note: The plant must not discharge to surface waters at any time or season (zero discharge).
- o **O&M Reviews and Best Management Practices (BMP):** Additionally, describe the in-house, contractual, and state activities which were implemented at the plant to mitigate impacts from O&M on the groundwater, odor, CSOs, storm water, health, etc.
- o **Plant Staffing and Training:** Additionally, describe: the plant's approach to personnel staffing and training programs and how it has contributed to long term compliance; the plant's approach to assessing staffing needs; the managerial, contractual, hiring, and budgetary controls which ensure that imminent, emergency and staffing shortfalls are timely resolved; and the number of: certified operators, municipal and contract staff,

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operators working each shift, staff working almost exclusively on: (a) equipment maintenance, (b) in the laboratory, and (c) on sewer repair and cleaning.

- o **Pollution Prevention:** Additionally, describe any self-audits and plant studies to: conserve energy and water use, recycle plant material, and reduce key point and non-point source pollutants at the wastewater treatment plant, as well as, conserve water use and prevent pollutants in the community.
- o **Process Control and Field Monitoring:** Additionally, describe: before and after improvements in your compliance record; the process (i.e. D.O., MLSS, etc.) and permit monitoring which is done in-house and under contract; the operational control and process modification improvements; the influent, effluent, groundwater, etc. monitoring programs and their use in evaluating and modifying management practices; and the software, computers and other automation systems which improve operational control and monitoring.
- o **Public Education:** Additionally, describe: the approach that the plant took to involve the general public and public officials in the management of your facility, and the public education or community service activities sponsored by your facility.
- o **Safety Education:** Additionally, describe the improvements to and effectiveness of the safety program considering the number of lost-time injuries, and the current number and most days without an accident.
- o **Septage Management:** Additionally, describe the plant's short term and long term approach to managing septage.
- o **Storm Water Controls:** How did the municipality seek O&M improvements through storm water controls, either on a voluntary basis or in response to regulatory or statutory requirements? Describe how the municipality implemented an innovative storm water control program or project to control a new problem or a new approach, such as a watershed approach, to reducing or eliminating storm water discharges. Provide documented environmental benefits, i.e, reopening of shellfish beds, reduced beach closings, and attainment of water quality standards. Additionally, describe the cost, labor, material, environmental, or time savings derived from such practices.
- o **Toxic Waste Controls:** Additionally, describe: the plant's approach to controlling industrial dischargers; pretreatment, and achieving an efficient waste management program for your community and the environment; the practices which mitigate and ensure biosolids loadings and toxics minimally impact operations, biosolids management, plant safety, or the environment; and the practices which identify and enforce against

illegal septic tank dumping, toxic midnight dumpings, and household hazardous waste dumpings.

**II. ENVIRONMENTAL LIMITS**

A. Number of reportable NPDES violations  
1/2002 - 12/2002 \_\_\_\_\_ 1/2003- 12/2003 \_\_\_\_\_

B. Date of last reportable NPDES violation \_\_\_\_\_

C. Explain any reportable NPDES violations of 1/02 to 12/03 (i.e. date, type, and causes of reporting/ effluent violation; plant's action to resolve violations)

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D. Attach NPDES/Biosolids permit which indicates the operating constraints of the plant. (See applicant's instructions.) As appropriate, non-dischargers may substitute ground water permits.

E. Complete and Attach the included Plant Compliance Forms (one for each calendar year). As appropriate, similar forms should be devised for biosolids and ground water discharge data.

**III. PLANT FLOW INFORMATION** (Note: Report B. as the 24 hour maximum yearly flow and Report C. through E. as the 2003 average monthly composite)

A. Design Flow (DF) \_\_\_\_\_ mgd

B. 2003 Peak Flow \_\_\_\_\_ mgd \_\_\_\_\_ % of DF

C. 2003 Average Flow (AF) \_\_\_\_\_ mgd \_\_\_\_\_ % of DF

D. 2003 Industrial Flow \_\_\_\_\_ mgd \_\_\_\_\_ % of AF

E. 2003 Week-end Flow \_\_\_\_\_ mgd \_\_\_\_\_ % of AF

F. What is the estimated population and size of the plant's service area?  
\_\_\_\_\_ people \_\_\_\_\_ square miles

**IV. FINANCING INFORMATION**

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A. List (or highlight an attachment) user charge fees and describe the flow/pollutant based criteria for charging households, industries, commercial, septage, etc. Estimate the number of households, small/large industries, etc. in each category.

B. Complete and Attach at the end of this questionnaire, the Cash Flow Summary Forms I and II, using the plant's most recent and complete fiscal year. Estimates are acceptable. This information should only be submitted to the extent needed to support the application.

**V. INFRASTRUCTURE INFORMATION**

A. If known, provide the plant's original design flow \_\_\_\_\_ mgd, level of treatment \_\_\_\_\_ and year that operations were initiated \_\_\_\_\_ .

B. Provide the year and description of any significant plant and sewer upgrades and expansions. \_\_\_\_\_

C. Complete and Attach at the end of this questionnaire, a Plant's Layout sketch using Block Diagrams to identify the plant's liquid waste and biosolids unit processes. Include a written description of the existing plant treatment processes.

D. Complete and Attach at the end of this questionnaire, a Service Area Layout sketch. The conceptual sketch need not be dimensionally correct nor accurately scaled but should depict and identify:

- the sewered and also the unsewered communities which discharge septage to the plant,
- major industrial plants and industrial parks,
- the wastewater treatment plant,
- separate and combined sewer outfalls,
- the points of the plant's effluent discharges,
- the approximate location and routes of the principle river of the drainage basin, and
- effluent and biosolids land application areas.

E. Complete the following questions regarding management of Separate Sanitary Sewers (SSSs) and Infiltration/Inflow (I/I) for your treatment plant: If your treatment plant authority has a separate department or other entity responsible for SSSs and I/I problems, please attempt to have them provide the information.

1. Budget for SSS inspection/cleaning: \$\_\_\_\_\_

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2. Budget for SSS maintenance/repair: \$\_\_\_\_\_
3. Approximate length of collection system: \_\_\_\_\_  
Approximate age of the collection system: \_\_\_\_\_ % less than 10 years old,  
\_\_\_\_\_ % between 10 and 35 years old, \_\_\_\_\_ % greater than 35 years old.
4. Number of full time SSS maintenance, inspection, cleaning, and repair staff:  
\_\_\_\_\_
5. Is there a sewer use/grease trap ordinance in place?
6. What percentage of the SSSs are inspected each year?
7. What percentage of the SSSs are cleaned each year?
8. How frequently has your collection system experienced overflows or bypasses in the last two years?
9. BOD5 concentration in the influent (monthly):
  - a. Dry (average) weather: BOD5 \_\_\_\_\_ mg/l
  - b. Wet (average) weather: BOD5 \_\_\_\_\_ mg/l
  - c. Peak wet weather month: BOD5 \_\_\_\_\_ mg/l
10. What actions has the treatment system authority taken to control Separate Sanitary Sewer Overflows (SSOs), bypasses, I/I, and severe sulfide corrosion? Please include approximate percentage reductions in each problem area documented as a result of the corrective actions.

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**VI. PLANT COMPLIANCE FORM I**

**PLANT NAME:** \_\_\_\_\_ **NPDES PERMIT NO:** \_\_\_\_\_

**Chief Plant Operator:** \_\_\_\_\_

**Report Parameters as Composite Monthly/Monthly Average (except where noted)**

YEAR: <b>2002</b>	FLOW (MGD) OUT	BOD IN (ppm)	BOD OUT (ppm)	TSS IN (ppm)	TSS OUT (ppm)	O&G OUT (ppm)	pH OUT (SU)	Fecal Coliform OUT (#/100ml)
NPDES PERMIT LIMITS								
JAN.								
FEB.								
MAR.								
APR.								
MAY								
JUN.								
JUL.								
AUG.								
SEP.								
OCT.								
NOV.								
DEC.								
YEARLY AVE.							<b>XXXX</b> <b>XXXX</b>	
YEARLY MAX.								
YEARLY MIN.								

\* Attach additional pages, if necessary, for other parameters.  
(1 ppm is equivalent to 1 mg/l)

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**PLANT COMPLIANCE FORM I**

**PLANT NAME:** \_\_\_\_\_ **NPDES PERMIT NO:** \_\_\_\_\_

**Chief Plant Operator:** \_\_\_\_\_

**Report Parameters as Composite Monthly/Monthly Average (except where noted)**

YEAR:	NH3-N Out (ppm)	PO4-P Out (ppm)						
2003								
NPDES PERMIT LIMITS								
JAN.								
FEB.								
MAR.								
APR.								
MAY								
JUN.								
JUL.								
AUG.								
SEP.								
OCT.								
NOV.								
DEC.								
YEARLY AVE.								
YEARLY MAX.								
YEARLY MIN.								

\* Attach additional pages, if necessary, for other parameters.  
(1 ppm is equivalent to 1 mg/l)

**PLANT COMPLIANCE FORM II**

**PLANT NAME:** \_\_\_\_\_ **NPDES PERMIT NO:** \_\_\_\_\_

**Chief Plant Operator:** \_\_\_\_\_

**Report Parameters as Composite Monthly/Monthly Average (except where noted)**

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YEAR: <b>2002</b>	FLOW (MGD) OUT	BOD IN (ppm)	BOD OUT (ppm)	TSS IN (ppm)	TSS OUT (ppm)	O&G OUT (ppm)	pH OUT (SU)	Fecal Coliform OUT (#/100ml)
NPDES PERMIT LIMITS								
JAN.								
FEB.								
MAR.								
APR.								
MAY								
JUN.								
JUL.								
AUG.								
SEP.								
OCT.								
NOV.								
DEC.								
YEARLY AVE.							<b>XXXX</b> <b>XXXX</b>	
YEARLY MAX.								
YEARLY MIN.								

\* Attach additional pages, if necessary, for other parameters.  
 (1 ppm is equivalent to 1 mg/l)

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**PLANT COMPLIANCE FORM II**

**PLANT NAME:** \_\_\_\_\_ **NPDES PERMIT NO:** \_\_\_\_\_

**Chief Plant Operator:** \_\_\_\_\_

**Report Parameters as Composite Monthly/Monthly Average (except where noted)**

YEAR:	NH3-N Out (ppm)	PO4-P Out (ppm)						
<b>2002</b>								
NPDES PERMIT LIMITS								
JAN.								
FEB.								
MAR.								
APR.								
MAY								
JUN.								
JUL.								
AUG.								
SEP.								
OCT.								
NOV.								
DEC.								
YEARLY AVE.								
YEARLY MAX.								
YEARLY MIN.								

\* Attach additional pages, if necessary, for other parameters.  
(1 ppm is equivalent to 1 mg/l)

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**VII. CASH FLOW SUMMARY FORM ( / /2003 - / /2003)  
 (See instructions to determine if this form should be completed.)**

**WASTEWATER ENTERPRISE FUNDS**

**BALANCE BEGINNING OF YEAR** \_\_\_\_\_

**REVENUES**

User Service Charges (OM&R and Capital) \_\_\_\_\_

Over strength Waste Surcharges \_\_\_\_\_

Hookup/Impact/Other Service Fees \_\_\_\_\_

Taxes/Special Assessments \_\_\_\_\_

Interest Earnings (On Cash & Securities) \_\_\_\_\_

Fines/Penalties \_\_\_\_\_

Other Revenues (Bond Issuances, Discounts, Refunds, etc.) \_\_\_\_\_

**TOTAL REVENUES** \_\_\_\_\_

**EXPENSES**

Administration/Travel/Training \_\_\_\_\_

Wages/Benefits \_\_\_\_\_

Contracts Operation Services \_\_\_\_\_

Electricity/Utilities/Fuel \_\_\_\_\_

Treatment Chemicals \_\_\_\_\_

Equipment Replacement/Parts \_\_\_\_\_

Purchased Materials/Supplies/ \_\_\_\_\_

Maintenance and Repair Services

Other Expenses (Insurance, Legal, Consultants) \_\_\_\_\_

Debt Principle and Interest Payments \_\_\_\_\_

Other Payments (Capital Leases, etc.) \_\_\_\_\_

Capital Construction Outlays \_\_\_\_\_

Future Construction Utility Transfer Reserves \_\_\_\_\_

(Replacement, Bond & Interest, etc.)

**TOTAL EXPENSES** \_\_\_\_\_

TRANSFERS OUT (to general fund etc.) \_\_\_\_\_

**WASTEWATER ENTERPRISE FUNDS**

**BALANCE END OF YEAR** \_\_\_\_\_

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**MOST IMPROVED PLANT (MIP) QUESTIONNAIRE**

Complete this questionnaire **only** if you are applying or being nominated for the Most Improved Plant Award.

**I. APPLICANT/NOMINEE AND COMPLIANCE CERTIFICATION**

This form should be completed **by the trainer who helped the plant achieve water quality, i.e. bring the plant back into compliance.** The operator should review and approve the information before including it in the application. The name as it is provided below will be engraved on the trainer's plaque for the winning Section 104(g) plant.

**A. Official Name of Facility** \_\_\_\_\_  
(Should be consistent with the NPDES Permit, if applicable, and will be engraved on any awards material.)

City and State \_\_\_\_\_

**B. 104(g) Personnel Information**

1. Name of Primary Section 104(g) Trainer \_\_\_\_\_

2. Organizational Title \_\_\_\_\_

3. Work Address \_\_\_\_\_  
City and State \_\_\_\_\_

4. Telephone No. (w) \_\_\_\_\_ (fax) \_\_\_\_\_

**C. Project Information**

1. Dates Section 104(g) assistance initiated and ended: \_\_\_\_\_ to \_\_\_\_\_

2. Approximate on-site person-days spent by trainer \_\_\_\_\_.

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F. EPA Regional Awards Manager certifying compliance record  
(Please attach copy of NPDES permit/land application authorization, as appropriate.)

\_\_\_\_\_  
Signature / Date

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

**II. AWARD NOTIFICATION OFFICIAL**

**A. Elected Administrator (i.e., Mayor, Authority Board President)**

Name \_\_\_\_\_

Organization Title \_\_\_\_\_

Organizational Address \_\_\_\_\_

**B. Application Contact**

Name/Title \_\_\_\_\_

Address \_\_\_\_\_

**III. POLITICAL NOTIFICATION**

**A. Plant's US Senators and Representatives Names and Addresses:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**B. State Governor's Name and Address:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**IV. TRAINER INSTRUCTIONS**

The MIP reviews will consider: demonstrated improvements in effluent quality and overall operation and maintenance; the complexity of the problems and obstacles overcome in reaching compliance goals; the apparent foundation for long-term, sustained permit compliance; and the timely achievements of the improvements. The facility should currently be in compliance with water quality requirements.

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The Trainer should **provide a narrative of two pages or less** which explains the approach to: identify the candidate, develop the diagnostic evaluation, identify the problem, involve the public official, and to train the operator. The trainers should also explain the assistance program (i.e., financial management, public utility management, O&M management) that was developed, the on-site assistance successes and obstacles, the accomplishments, and the unique approaches to overcome unusual or especially difficult obstacles.

**V. APPLICANT/NOMINEE INSTRUCTIONS**

The applicant should describe their improved O&M practices; and cost, labor, material, environmental, or time savings derived from such practices. Describe before and after improvements in: compliance record, staff skills and achievements, and process control and monitoring. Also explain how Section 104(g) on-site technical assistance contributed to the plant's improvement and what chemical/operational savings, cost-effective practices, or technical/financial/staffing improvements resulted from the on-site technical assistance.

## 2004 Clean Water Act Recognition Awards Operations and Maintenance (O&M) Excellence Awards, Instructions, Questionnaire Format and Forms

For more information on the U.S. National and Regional Operations and Maintenance Excellence Awards program contact your State water pollution control agency, the U.S. EPA offices or WEF at the following locations:

### **Region 1**

David Chin  
Office of Ecosystem Protection, (MC-CMU)  
JFK Federal Building, One Congress Street  
Boston MA 02114  
617-918-1764, [chin.david@epa.gov](mailto:chin.david@epa.gov)

### **Region 2**

John Mello  
Environmental Planning and Protection Div.  
290 Broadway  
New York, NY 10007-1866  
(212) 637-3836, [mello.john@epa.gov](mailto:mello.john@epa.gov)

### **Region 3**

Jim Kern  
Water Management Division  
1650 Arch Street  
Philadelphia, PA 19103-2029  
(215) 814-5788, [kern.jim@epa.gov](mailto:kern.jim@epa.gov)

### **Region 4**

Jim Adcock  
Water Management Division  
61 Forsyth Street  
Atlanta, GA 30303-3104  
(404)562-9280, X29248, [adcock.james@epa.gov](mailto:adcock.james@epa.gov)

### **Region 5**

Dave Stoltenberg  
Water Division (WQ-16J)  
77 West Jackson Boulevard  
Chicago, IL 60604-3590  
(312) 353-5784, [stoltenberg.david@epa.gov](mailto:stoltenberg.david@epa.gov)

### **Region 6**

Lashunda Brown  
Water Quality Protection Division  
Fountain Place, 12<sup>th</sup> Floor, Suite 1200  
1445 Ross Avenue  
Dallas, TX 75202-2733  
(214) 665-6525, [brown.lashunda@epa.gov](mailto:brown.lashunda@epa.gov)

### **Region 7**

Rao Surampalli  
Water, Wetlands & Pesticides Division  
901 N. 5<sup>th</sup> Street  
Kansas City, KS 66101  
(913)551-7453, [surampalli.rao@epa.gov](mailto:surampalli.rao@epa.gov)

### **Region 8**

Anthony DeLoach  
Office of Partnerships & Reg. Asst.  
999 18<sup>th</sup> Street, Suite 500  
Denver, CO 80202-2466  
(303)312-6280 [deloach.anthony@epa.gov](mailto:deloach.anthony@epa.gov)

### **Region 9**

Andrew Sallach  
Water Division  
75 Hawthorne Street  
San Francisco, CA 94105  
(415)972-3491, [sallach.andrew@epa.gov](mailto:sallach.andrew@epa.gov)

### **Region 10**

Bryan Yim  
Office of Water  
1200 Sixth Avenue  
Seattle, WA 98101  
(206) 553-8575, [yim.bryan@epa.gov](mailto:yim.bryan@epa.gov)

### **Headquarters**

Office of Wastewater Management  
Municipal Assistance Branch  
1200 Pennsylvania Ave., NW (4204-M)  
Washington, DC, 20460  
(202) 564-0628

### **Water Environment Federation(WEF)**

Attn: Technical Services  
601 Wythe Street  
Alexandria, VA 22314  
(703) 684-2400